

## INTRODUCTION

This report has been prepared by attorneys from the law firm of Coffman, Coleman, Andrews & Grogan, P.A., founded in 1965, rated AV by Martindale-Hubbell Directory (the highest rating awarded for professional standards and ethics), Michael K. Grogan, also rated AV, a senior Partner with over twenty-seven years experience in the field of labor and employment law, who is certified as a specialist by The Florida Bar in the areas of labor and employment law and city, county and local government law, and Tishia A. Green, Associate, of the firm.

This report was conducted through Traci Reed, Human Resources/Risk Management Director and is based upon relevant Leon County ("the County") policies herein incorporated by reference and controlling Federal and Florida civil rights labor and employment statutes, regulations and controlling authority:

### OBJECTIVE

The firm of Coffman, Coleman, Andrews & Grogan, P.A. was retained on May 25, 2004 for the purpose of investigating allegations of workplace misconduct and/or harassment raised by Gwendolyn Simmonds against Commissioner Rudy Maloy, and to make appropriate recommendations as soon as practical (Exhibit A).

## OVERVIEW

In conducting the investigation, we interviewed nine individuals between May 27 and June 1, 2004, including Parwez Alam, County Administrator, who provided us with a written statement (Exhibit B), Commissioner Maloy and Gwendolyn Simmonds, as well as current and former employees.<sup>1</sup> Further, we examined the County's policies on workplace harassment and political activities (Exhibits D and E). We did not make any independent review of any past allegations or litigation. Our investigation rested solely on the allegations arising from Parwez Alam's memorandum.

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<sup>1</sup> All witnesses, with the exception of Gwendolyn Simmonds, who declined to sign but was afforded the same opportunity, signed a statement indicating that their participation in the investigation was voluntary, and that they received no promise of benefit or threatened reprisal based upon their cooperation or lack thereof (Exhibit C).

## INTERVIEW SUMMARIES

Witness A - 8:30 - 9:30 a.m., May 27, 2004<sup>2</sup>

At the inception of the interview, Witness A acknowledged that she was aware of and familiar with the County's policy on workplace harassment. She understood that the County took allegations of sexual harassment seriously and agreed that this was good policy. Witness A then stated that she knew Gwendolyn Simmonds, Aide to Commissioner Maloy, and that Ms. Simmonds had confided in her regarding problems Ms. Simmonds was having with Commissioner Maloy. Witness A further stated that she found Ms. Simmonds to be a truthful and honest person who was dependable, professional, smart and articulate.

Some time around Thursday, May 13, or Friday, May 14, Ms. Simmonds entered the office of Witness A and began talking to her about discomfort she was experiencing in her position as Commissioner Maloy's aide. The conversation lasted approximately forty-five minutes and Ms. Simmonds requested that Witness A keep the conversation confidential. Witness A initially thought she was being "trapped" because of past conflicts between Commissioner Maloy and the other Commissioners. Nonetheless, she listened while Ms. Simmonds informed her that Commissioner Maloy had recently "come on to her" and had made her feel uncomfortable. Specifically, Ms. Simmonds told Witness A that Commissioner Maloy had sat her down "the other night" and talked with her regarding past allegations of sexual harassment that were made against him by his previous aides. Ms. Simmonds informed Witness A that during their talk, Commissioner Maloy had told her that the past allegations against him were false and Ms. Simmonds indicated that she believed him.

Ms. Simmonds also told Witness A that she had not known of the past allegations against Commissioner Maloy. Somewhat surprised, Witness A asked Ms. Simmonds whether she had conducted any research on Commissioner Maloy before accepting the position as his aide. When Ms. Simmonds acknowledged she had not, Witness A notified her that a press conference had been held addressing these past allegations and that all proceedings relating to the past allegations were public record and Ms. Simmonds could access them at her leisure if she desired.

The next working day, Ms. Simmonds again entered the office of Witness A. During this conversation, Ms. Simmonds stated that she was under much pressure and really needed to talk. Particularly, Ms. Simmonds stated that Commissioner Maloy had her so busy working on his campaign and she was under tremendous pressure to raise funds. Ms. Simmonds told Witness A she had written

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<sup>2</sup> All dates refer to 2004 unless specified otherwise.

Commissioner Maloy a five hundred dollar (\$500) check for his campaign even though she did not know whether she could "make the check good." Witness A, being aware of a statute prohibiting county employees from working on political activities during working hours contacted the office of Ion Sancho, Supervisor of Elections, and requested information regarding the statute. Witness A subsequently located the statute on the web and informed Ms. Simmonds of its contents.

Witness A then telephoned Jean Williams, Employee Development Coordinator, and inquired about the County's policy on sexual harassment, the definition of sexual harassment and whether or not complaints of harassment had to be reported to Clarence Moore, Employee Relations Coordinator. After being informed that complaints could be reported to Mr. Moore, Witness A informed Ms. Simmonds of same and Ms. Simmonds indicated that she did not feel comfortable speaking with Mr. Moore. Ms. Simmonds then commented that she could not afford to lose her job and that if she could just hold on until the election. Consequently, Witness A inquired as to whether Ms. Simmonds would be comfortable talking to P.A.<sup>3</sup> Ms. Simmonds again indicated that she did not want to lose her job and did not want her name dragged through the mud.

Witness A stated that Ms. Simmonds was convinced that the past allegations against Commissioner Maloy were a plot against him; however, after conducting research about the past allegations, Ms. Simmonds told Witness A that she needed to get a new job.

Over the next three or four days, Witness A and Ms. Simmonds had further conversations about Ms. Simmonds' working conditions. During a conversation over lunch some time around May 17, Ms. Simmonds again informed Witness A that she was feeling a significant amount of pressure to campaign for Commissioner Maloy. Ms. Simmonds told Witness A that Commissioner Maloy did not have her performing any aide related work. Ms. Simmonds complained that Commissioner Maloy was not providing her with any work and had no expectations of her.

The following day, Witness A and Ms. Simmonds had an additional conversation in which Ms. Simmonds stated that she was unaware of her job duties as a Commissioner's Aide and had received no instruction from Commissioner Maloy. Witness A instructed Ms. Simmonds that as a Commissioner's Aide her job duties included scheduling and attending press conferences, account management, and maintenance of the Commissioner's calendar, travel arrangements, etc. The two had no further conversations.

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<sup>3</sup> Refers to County Administrator Parwez Alam throughout this report.

Witness A subsequently observed that Ms. Simmonds was down during the last two weeks before being placed on paid administrative leave. Ms. Simmonds' attendance was also spotty. Witness A suggested that Ms. Simmonds search for another job.

Witness A stated that Ms. Simmonds did not tell her, nor did she observe Commissioner Maloy ever hug Ms. Simmonds, rub her back, rub her shoulders, or otherwise engage in any inappropriate physical contact. Witness A further stated that Ms. Simmonds did not tell her, nor did she hear any conversations between Ms. Simmonds and Commissioner Maloy in which Commissioner Maloy commented on her perfume. Witness A, however, stated that Ms. Simmonds did tell her that Commissioner Maloy would enter her office and close the door. Ms. Simmonds also told Witness A that she was uncomfortable with the "suggestive" things Commissioner Maloy would say to her, but provided no details or specifics. Finally, Ms. Simmonds informed Witness A that Commissioner Maloy had told her that he had not engaged in any misconduct with his prior aides. Witness A informed Ms. Simmonds that Commissioner Maloy had indeed admitted to engaging in sexual activity outside his marriage.

When asked whether she had ever observed Commissioner Maloy engage in any inappropriate unprofessional conduct or any conduct that might be considered workplace harassment at any time during her employment, Witness A responded "no." The witness admitted, however, that two female employees had complained to her that Commissioner Maloy had entered their offices, closed the door and either sat in a chair or stood in the office for lengthy periods without any conversation.

Witness B - 9:35 - 10:00 a.m., May 27, 2004

At the beginning of the interview, Witness B acknowledged that she was aware of and familiar with the County's policy on workplace harassment and that in accordance with said policy, she knew the County took allegations of sexual harassment very seriously. Witness B further acknowledged that she knew Ms. Simmonds and that Ms. Simmonds had confided in her regarding problems Ms. Simmonds was having with Commissioner Maloy.

Witness B stated that late afternoon on Friday, May 21, Ms. Simmonds stopped by her office and appeared distraught and stressed. Witness B asked Ms. Simmonds if she were okay. Ms. Simmonds responded, "I don't know if I can take this." Ms. Simmonds told Witness B that initially she was excited about her job as Commissioner Maloy's Aide, but she was not being provided a lot of work. She told Witness B that she had no work to perform and was bored to death. She also told Witness B that Commissioner Maloy made her feel uncomfortable. Specifically, Ms. Simmonds told Witness B that Commissioner Maloy had placed his hands on her shoulders, had a lot of closed door meetings, looked at her inappropriately and made suggestive comments such as "did you wear that outfit for me?" and "my you sure smell good."

Additionally, Ms. Simmonds told Witness B that Commissioner Maloy had lied to her concerning his past incidents of misconduct with his previous aides. Ms. Simmonds told Witness B that she had lost all respect for Commissioner Maloy, and that she could no longer work for him. Surprised by Ms. Simmonds' assertions, Witness B asked her if she were unaware of the past allegations before she began working for Commissioner Maloy. Ms. Simmonds responded that Commissioner Maloy had told her that everyone had lied on him and that the allegations were not true. Ms. Simmonds then stated that she had recently learned that Commissioner Maloy had lied to her and that she no longer trusted him.

Ms. Simmonds subsequently inquired as whether Witness B knew of any openings in Office of Management and Budget ("OMB"). Witness B and Ms. Simmonds subsequently reviewed and discussed the current openings with the County listed on the internet. Witness B suggested to Ms. Simmonds that she speak with P.A. regarding her concerns related to Commissioner Maloy and a potential job transfer. Ms. Simmonds commented that she had not been with the County long enough and no one would believe her.

When asked whether she had ever observed Commissioner Maloy engage in any inappropriate unprofessional conduct or any conduct that might be considered workplace harassment at any time during her employment, Witness B responded "no." The witness admitted, however, that other female employees had complained to her that Commissioner Maloy looked at them in a sexual manner,

made them feel uncomfortable and looked at their bottoms. Witness B also stated that at the start of Ms. Simmonds' employment, Commissioner Maloy told Witness B that he didn't plan on giving Ms. Simmonds county work, he was just going to use her on his campaign.



Witness C - 10:05 - 10:30 a.m., May 27, 2004

At the start of the interview, Witness C acknowledged that he was aware of and familiar with the County's policy on workplace harassment and that in accordance with said policy, the County took allegations of sexual harassment very seriously. Witness C further acknowledged that he knew Ms. Simmonds and that he and Ms. Simmonds had one brief conversation about her working relationship with Commissioner Maloy.

On the morning of Thursday, May 20, Ms. Simmonds stopped by the office of Witness C. She told him that she did not feel comfortable in her position as Commissioner Maloy's Aide and wanted a job transfer. Witness C then asked her if Commissioner Maloy was "putting the squeeze on her" and she responded "no." Ms. Simmonds also told Witness C that Commissioner Maloy was pressuring her to work on his campaign and that she felt this was inappropriate.

Witness C stated that Ms. Simmonds did not tell him, nor did he observe Commissioner Maloy hug Ms. Simmonds, rub her back, rub her shoulders, or otherwise engage in any inappropriate physical contact. Witness C further stated that Ms. Simmonds did not tell him, nor did he hear Commissioner Maloy make any suggestive comments towards Ms. Simmonds. Witness C added that although Ms. Simmonds did not tell him, nor did he ever observe Commissioner Maloy enter her office and close the door, Commissioner Maloy always closed the door when he entered his office and spoke to him.

When asked whether he had ever observed Commissioner Maloy engage in any inappropriate unprofessional conduct or any conduct that might be considered workplace harassment at any time during his employment, Witness C responded "no."

At the start of the interview, Witness D acknowledged that she was aware of and familiar with the County's policy on workplace harassment and that in accordance with said policy, the County took allegations of sexual harassment very seriously. Witness D further acknowledged that she knew Ms. Simmonds and that she and Ms. Simmonds had a single conversation about her working relationship with Commissioner Maloy.

Some time on Monday, May 17 or Tuesday, May 18, Ms. Simmonds stopped by the office of Witness D and indicated that she had concerns regarding working for Commissioner Maloy and wanted a job transfer. Ms. Simmonds told Witness D that she no longer wanted to work for Commissioner Maloy because he had been dishonest with her about past allegations of sexual harassment made against him by preceding aides. Ms. Simmonds told Witness D that she had not heard about the prior incidents and Commissioner Maloy had told her that his past aides had lied. Ms. Simmonds told Witness D that due to Commissioner Maloy's dishonesty, she could no longer trust or be loyal to him. Ms. Simmonds told Witness D that Commissioner Maloy had requested that she work on his campaign, but felt the community did not believe him. Witness D was astounded that Ms. Simmonds had not known of the past allegations against Commissioner Maloy and asked Ms. Simmonds, "where have you been?" Ms. Simmonds responded that someone had recently informed her of the past incidents.

Ms. Simmonds indicated to Witness D that she was interested in a transfer to a position in the OMB and Witness D suggested that Ms. Simmonds speak with Alan Rosenzweig, Director of Management and Budget. Witness D told Ms. Simmonds that she would speak to P.A. regarding her desire to transfer jobs. At some point during the conversation with Witness D, Ms. Simmonds referred to an earlier conversation she had had with Commissioner Maloy regarding a telephone call between two women, but Witness D could not recall the substance of the conversation.

Witness D stated that Ms. Simmonds did not tell her, nor did she observe Commissioner Maloy hug Ms. Simmonds, rub her back, rub her shoulders, or otherwise engage in any inappropriate physical contact. Witness D further stated that Ms. Simmonds did not tell her, nor did she hear Commissioner Maloy make any suggestive comments towards Ms. Simmonds.

When asked whether she had ever observed Commissioner Maloy engage in any inappropriate unprofessional conduct or any conduct that might be considered workplace harassment at any time during her employment, Witness D responded "no." Witness D added that there was no mention of hostile work environment during her conversation with Ms. Simmonds.

Witness E - 11:10 - 11:45 a.m., May 27, 2004

At the start of the interview, Witness E acknowledged that he was aware of and familiar with the County's policy on workplace harassment and that in accordance with said policy, the County took allegations of sexual harassment very seriously. Witness E further acknowledged that he knew Ms. Simmonds and that he and Ms. Simmonds had discussions regarding her position as Commissioner Maloy's Aide.

Some time in March, Witness E received a phone call from Ms. Simmonds indicating that she had been offered the position of Commissioner Maloy's Aide and inquired about what he thought of the position. Witness E explained to her that she needed to be concerned with the longevity of the job as does any Commissioner's Aide. He also told her "you know who [Commissioner Maloy] is and why he is high profile. If you take the job, understand that you could appear on the front of the paper."

Some time during the week of May 17, Ms. Simmonds called Witness E inquiring about her resume. She indicated that she was interested in a vacant position in OMB and asked if he knew of any other jobs. She told him that she no longer wanted to work for Commissioner Maloy and really wanted the position in the OMB. Ms. Simmonds told Witness E that she no longer wanted to work for Commissioner Maloy because she recently had spoken to some people and learned that he had lied to her about the past allegations. Witness E was stunned by Ms. Simmonds' comment as he felt that Ms. Simmonds knew what she was "getting into" before accepting the position with Commissioner Maloy based on the conversation he had had with her in early March.

Ms. Simmonds also complained to Witness E that she had to work on Commissioner Maloy's campaign, but no longer desired to do so. Witness E added that Ms. Simmonds was "really interested" in the position in the OMB and when asked why he responded, "it would be a career move."

Witness E stated that Ms. Simmonds did not tell him, nor did he observe Commissioner Maloy hug Ms. Simmonds, rub her back, rub her shoulders, or otherwise engage in any inappropriate physical contact. Witness E further stated that Ms. Simmonds did not tell him, nor did he hear Commissioner Maloy make any suggestive comments towards Ms. Simmonds.

When asked whether he had ever observed Commissioner Maloy engage in any inappropriate unprofessional conduct or any conduct that might be considered workplace harassment at any time during his employment, Witness E responded "no." Witness E added that at not time during his conversation with Ms. Simmonds did she mention that Commissioner Maloy had sexually harassed her.

Gwendolyn Simmonds - 1:15 - 2:30 p.m., May 27, 2004

Ms. Simmonds voluntarily met with Ms. Green and cooperated in the investigation.

Ms. Simmonds states that on the afternoon of May 25, she met with P.A. to discuss the possibility of obtaining a transfer from her current position as Aide to Commissioner Maloy to another position within the County. Ms. Simmonds repeatedly emphasized that this was the sole reason for her visit to P.A. that afternoon as evidenced by her follow-up letter to P.A. (Exhibit F). Ms. Simmonds states that it was not her intent to assert a complaint of sexual harassment against Commissioner Maloy at that time, nor does she wish to make a formal written complaint. Ms. Simmonds further states that she does not feel Commissioner Maloy sexually harassed her.

Ms. Simmonds began working for Commissioner Maloy on March 17 as his aide. She had previously served as Aide to Representative Curtis Richardson for approximately three years. Ms. Simmonds stated that Kenneth Barber, Commissioner Maloy's aide prior to Ms. Simmonds, referred her to Commissioner Maloy. Some time in early March she interviewed with Commissioner Maloy and Kenneth Barber at Commissioner Maloy's office. Ms. Simmonds stated that during the interview Commissioner Maloy informed her of her job duties as an aide, which included answering the phone, addressing the concerns of constituents and speaking on his behalf. Ms. Simmonds stated that she also told Commissioner Maloy what work she could and would not accomplish. Specifically, she informed him that she would not campaign for him.

Ms. Simmonds stated that shortly after she began working for Commissioner Maloy, he began to pressure her to work on his campaign. Ms. Simmonds stated that Commissioner Maloy would say things such as "if I am not reelected you will not have a job," "I know what I am going to do if I am not reelected, do you?" and that she needed to get 20,000 votes if she wanted to continue to earn her salary. Ms. Simmonds further stated that Commissioner Maloy would specifically assign her campaign oriented tasks and told her that she should work on her administrative duties for about two hours and afterwards she could campaign for him. Ms. Simmonds stated that Commissioner Maloy did not provide her with any work other than that related to his campaign. Therefore, she began creating work for herself, including the development of a newsletter for Commissioner Maloy's constituents. Ms. Simmonds stated that at some point she wrote Commissioner Maloy a check for five hundred dollars (\$500) to support his campaign out of gratitude. Ms. Simmonds stated that Commissioner Maloy returned the check to her approximately one-month later.

Ms. Simmonds stated that the continued pressure she received from Commissioner Maloy to work on his campaign made her uncomfortable and was one of the

reasons she went to P.A. and requested a transfer. She stated that what Commissioner Maloy needed from an aide was a campaign manager and she had informed him prior to accepting the position that she would not work on his campaign.

The day before or the day of a county commissioners meeting, Ms. Simmonds stated that another commissioner's aide initiated discussions with her about Ms. Simmonds' support of Commissioner Malloy. Ms. Simmonds stated that the aide asked her how could she support someone who had admitted to cheating on his wife with two of his aides. Ms. Simmonds expressed that she was shocked to learn that Commissioner Maloy had admitted to engaging in such inappropriate conduct with his co-workers. She stated that although she was aware of the past allegations against him before accepting the position, she claimed she did not know that Commissioner Maloy had admitted to "sleeping with co-workers" as Commissioner Maloy had told her that he had never slept with any of his aides.

Ms. Simmonds subsequently initiated a follow-up conversation with the aide to find out if what she had told her was actually true. Ms. Simmonds stated that the aide confirmed what she had told her earlier. Ms. Simmonds stated that from this point forward she became "hyper sensitive." When asked what she meant by "hyper sensitive," she stated that she began questioning Commissioner Maloy's behaviors toward her and became uncomfortable working for him. Specifically, Ms. Simmonds stated that once, when she walking in the hallway, Commissioner Maloy brushed against her behind. Ms. Simmonds stated that she did not know if Commissioner Maloy's conduct was intentional or unintentional, but because she was now "hyper sensitive," she found herself questioning his intent.

When asked whether there were any other actions by Commissioner Maloy that made her feel uncomfortable, Ms. Simmonds stated that Commissioner Malloy hugged her and rubbed her back twice, that he entered her office and closed the door, told her how good she smelled and how pretty her nails were, would tell her that his friends were drooling over her and that his friends said she was their type, asked her if she had ever exposed herself while in New Orleans and made "suggestive" comments to her such "you sure do smell good." Ms. Simmonds stated Commissioner Maloy's actions made her feel uncomfortable. She felt that he was too relaxed and casual with her and that his behavior was unprofessional. When asked when did she first begin to feel uncomfortable around Commissioner Maloy she indicated that approximately three weeks after the start of her employment, he walked her to the elevator and hugged her. She stated she wanted to sever her working relationship with Commissioner Maloy at that time.

Regarding the allegations articulated in Mr. Alam's written statement (Exhibit B), Ms. Simmonds admitted that all were accurate with the exception of the following:

- Paragraph 1 – Ms. Simmonds denied telling P.A. that Commissioner Malloy called her in Augusta to offer her the position and that she had not applied for the job. Ms. Simmonds further denied telling P.A. that she was unaware of Commissioner Maloy's past activities; however, she does admit telling P.A. that she not aware that Commissioner Maloy had admitted to "sleeping with his coworkers."
- Paragraph 3 – Ms. Simmonds denied that she told Commissioner Maloy not to rub her back.
- Paragraph 7 – Ms. Simmonds denied telling P.A. that the things Commissioner Maloy told her that his friends wanted to do with her were of a sexual nature.
- Paragraph 8 – Ms. Simmonds denied that she told P.A. that Commissioner Maloy always wanted to hug her when he came to her office, or that she told him not to hug her anymore.

Ms. Simmonds stated that she does not feel she sexually harassed by Commissioner Maloy because "she handled" the situation. When asked what she meant by "handled the situation," she stated that she simply circumvented any and all physical contact with Commissioner Maloy. Specifically, she altered the time she left work to prevent Commissioner Maloy from walking her to the elevator or to her car in an attempt to hug her. Additionally, she stooped over her desk anytime he entered her office so as to prohibit him from hugging her. Finally, anytime he made "suggestive" comments to her, she would redirect the subject of the conversation to a more appropriate topic. Ms. Simmonds stated that at some point Commissioner Maloy began to interact with her at arms length. She explained that she did not know if the distance between them was the result of her rebuffing his conduct or because she did not want to campaign for him.

Ms. Simmonds is presently on paid administrative leave pending the outcome of the investigation. Her personnel file reflects she began work on March 17, 2004. Her written request for a transfer is pending.

Parwez Alam – 3:20 – 3:55 – May 27, 2004

Please refer to Mr. Alam's written statement attached as Exhibit B. Mr. Alam confirmed that his statement was true and correct to the best of his memory.

Commissioner Maloy – 10:05 a.m. – 12:20 p.m., June 1, 2004

Commissioner Maloy and his attorney, Bruce Minnick, voluntarily met with Mr. Grogan and Ms. Green and cooperated in the investigation.

At the commencement of the interview, Commissioner Maloy acknowledged that he was aware of and familiar with the County's policy on workplace harassment and that he understood that the County took allegations of sexual harassment seriously. Commissioner Maloy conceded that while he is as a Commissioner specifically excluded from the County's policies, he was aware of, understood and always followed said policies. Commissioner Maloy stated that while Commissioners are not required to attend training on sexual harassment, he had attended and participated in a few workshops on workplace harassment in the past.

Commissioner Maloy stated that Ms. Simmonds was referred to him by Kenneth Barber, his aide at the time, as a potential replacement candidate. Some time around late February or early March, Commissioner Maloy and Kenneth Barber interviewed Ms. Simmonds. The interview lasted approximately thirty minutes. Commissioner Maloy stated that during the interview, the parties discussed the job duties and requirements of a Commissioner's Aide, the past allegations against him and whether Ms. Simmonds could handle potential publicity, such as her picture and name appearing in the newspaper.

Regarding their discussion on the job duties of an aide, Commissioner Maloy stated that he informed Ms. Simmonds that her duties would include answering the telephone, addressing the concerns of constituents, scheduling and attending events, and preparation of the agenda. Commissioner Maloy indicated that he had an old job description for a Commissioner's Aide maintained by the Leon County Department of Human Resources on his desk when explaining the job duties to Ms. Simmonds. Concerning the discussion relating to the past allegations, Commissioner Maloy stated that he informed Ms. Simmons that allegations of sexual harassment had been made against in the past by his previous aides, but such allegations were false. He further informed her that allegations were submitted to the Ethics Commission and he was cleared. Commissioner Maloy stated that he asked Ms. Simmonds if she could handle her name and picture appearing in the newspaper and she indicated that she could.

Commissioner Maloy stated that he hired Ms. Simmonds based upon the favorable references she received from Representative Curtis Richardson and Mr. Barber. Commissioner Malloy denied that he hired Ms. Simmonds to work on his campaign, during work. He also denied that Ms. Simmonds told him that she would not



campaign for him during the interview. Commissioner Maloy asserts that the parties did not discuss his campaign at all during the interview. He stated, however, that Ms. Simmonds had volunteered petitioned cards for him prior to her employment in late February or early March.

For the first two or three weeks of Ms. Simmonds' employment as Aide to Commissioner Maloy, Kenneth Barber worked with and trained her. Commissioner Maloy stated that he explained to Ms. Simmonds that she was to arrive at work around 8:00 a.m., but no later than 9:00 a.m. and was to remain at work until 5:00 p.m. He stated that he never told Ms. Simmonds that after working for only two hours she could leave and work on his campaign. He stated there is a County policy preventing any employee from engaging in political activities during working hours. He further stated that he informed Ms. Simmonds of same.

Commissioner Maloy denied that he failed to provide Ms. Simmonds any work assignments. Commissioner Maloy specifically recalled assigning Ms. Simmonds the following tasks: (1) work with the agenda coordinator and draft agenda items; (2) review agenda and provide him feedback; (3) preparation of a newsletter (which he stated she never completed) and (4) draft letters to citizens who received awards. Commissioner Maloy added that Ms. Simmonds had served as a legislative aide to Representative Richardson for almost three years; thus, she was well aware of her duties and responsibilities as his aide.

Commissioner Maloy stated that late afternoon on May 25, P.A. informed him that allegations of sexual harassment and workplace misconduct had been made against him, but he was provided no particulars. Commissioner Maloy stated that the allegations came as a surprise. Ms. Simmonds had at no time mentioned that she was unhappy or that she felt uncomfortable. When asked whether he recalled any recent conversations between he and Ms. Simmonds prior to the allegations, he stated that he had spoken to Ms. Simmonds a couple of times regarding her tardiness and failure to complete assignments.

Commissioner Maloy firmly denied all allegations asserted by Ms. Simmonds with the exception of the following:

- Commissioner Maloy admitted that Ms. Simmonds had given him a five hundred dollar (\$500) check for his campaign; however, he asserts that he returned the check to Ms. Simmonds the same day.
- Commissioner Maloy stated that he would enter Ms. Simmonds' office and close the door when they had discussions regarding confidential matters.

- Commissioner Maloy stated that once when he entered Ms. Simmonds' office, she was burning a candle and he may have asked her "what's the candle for?"
- Commissioner Maloy admitted that if he and Ms. Simmonds were exiting the building at the same time, he might have walked to the elevator or the parking lot with her, as he would have done with any co-worker who was leaving the office the same time as he.

Witness F - 1:35 - 2:05 p.m., June 1, 2004

Witness F stated that some time in February of this year, Ms. Simmonds called him looking for a job. Since Witness F was resigning, he returned Ms. Simmonds' call and asked if she were interested in working as Commissioner Maloy's Aide. Indeed, Witness F believed that the reason Ms. Simmonds called him inquiring about a job was because she knew his position would be opening.

Witness F stated that during his phone call with Ms. Simmonds, she admitted that she had read the newspaper articles and was fully aware of the past allegations against Commissioner Maloy. Consequently, Witness F asked Ms. Simmonds if she would be able to work for Commissioner Maloy with all of the negative publicity he had received. Ms. Simmonds stated that she could. Witness F stated that he then told Ms. Simmonds that Commissioner Maloy needed someone to help him with his campaign. Witness F further stated that Ms. Simmonds never said that she would not work on Commissioner Maloy's campaign. In fact, she subsequently voluntarily passed out petition cards for him.

Witness F recommended Ms. Simmonds to Commissioner Maloy and that the two of them interviewed Ms. Simmonds at Commissioner Maloy's office some time in late February or early March. The interview lasted approximately thirty minutes. During this interview Commissioner Maloy explained to Ms. Simmonds the nature of the job and informed her that he was up for reelection. Witness F stated that Commissioner Maloy also explained to Ms. Simmonds that he was a controversial candidate. Witness F asserts at no time during this interview did Ms. Simmonds ever say she would not campaign for Commissioner Maloy. Indeed, the main reason he recommended Ms. Simmonds to Commissioner Maloy was because of her campaign skills. He had witnessed first hand Ms. Simmonds campaign skills when he ran against Representative Richardson during her tenure as his aide.

Witness F stated that although Commissioner Maloy was reluctant to hire a female aide because of the past allegations, based in part upon Witness F's recommendation, he hired Ms. Simmonds. Witness F stated that he worked with and trained Ms. Simmonds during the first two weeks of her employment. However, he stated that she did not require much training as she had worked as legislative aide for Representative Richardson for close to three years.

After Witness F learned of the present allegations against Commissioner Maloy, he called Ms. Simmonds to ask her if the allegations were true. During the call Ms. Simmonds informed him that she was giving Commissioner Maloy two weeks notice because he did not need an aide, he needed someone to work on his campaign. Witness F stated that Ms. Simmonds also informed him that she wanted a job in OMB. In Witness F's opinion, Ms. Simmonds is attempting to "jump ship" before the election.

## FINDINGS

We are pleased to report that we received cooperation from every individual whom we interviewed. Each person appeared committed to the common goal of professionalism and equal employment opportunity in the work place and specifically determining whether the allegations of workplace harassment and/or misconduct in Mr. Alam's memorandum dated May 25 were true.

With respect to the allegations contained in paragraph one of the Memorandum, we found that contrary to the allegations set forth in that paragraph, Ms. Simmonds had indeed applied and interviewed for the position of Aide to Commissioner Maloy. Additionally, Commissioner Maloy called Ms. Simmonds in Tallahassee to offer her the position, not Augusta. Furthermore, we found that contrary to the allegations set forth in paragraph one, Ms. Simmonds in fact had some knowledge of the past allegations against Commissioner Maloy prior to her acceptance of the position as his aide. However, we were unable to determine the extent of Ms. Simmonds' knowledge. Ms. Simmonds asserted that while she had some knowledge of the past allegations, she did not know that Commissioner Maloy had admitted to "sleeping with his co-workers." Contrarily, Witnesses E and F specifically recalled discussions they had had with Simmons prior to her acceptance of the position in which she indicated that she was aware of the past allegations. Additionally, Ms. Simmonds had been employed as aide to Representative Richardson and had resided in Tallahassee during the investigation of the past matters. Thus, some of the witnesses found it extremely incredulous that Ms. Simmonds could not have known the details of the past allegations given the extensive media coverage the incidents received.

We were also unable to determine whether Ms. Simmonds had told Commissioner Maloy that she would not work on his political campaign before accepting the position as his aide. Both Commissioner Maloy and Witness F stated that Ms. Simmonds never said that she would not campaign for Commissioner Maloy, she had distributed petition cards for him shortly before accepting the position. Both further stated that there were no discussions regarding Commissioner Maloy's campaign during Ms. Simmonds' interview. Witness F further stated that Ms. Simmonds' campaign skills were the main reason he recommended her to Commissioner Maloy.

Regarding the allegations set forth in paragraphs two through four of the Memorandum, we were unable to substantiate any of these allegations as Commissioner Maloy specifically denied all of them. The witnesses interviewed had no independent knowledge of the conversations and conduct alleged in those paragraphs.

Concerning the allegations set forth in paragraph five of the Memorandum, Commissioner Maloy admitted that he would enter Ms. Simmonds' office and close the door; however, he maintained that he only did so when their discussions were related to confidential matters.

With respect to the allegations set forth in paragraphs six through ten of the Memorandum, we were unable to substantiate any of these allegations as Commissioner Maloy specifically denied all of them. Again, the witnesses interviewed had no independent knowledge of the allegations asserted in those paragraphs.

## CONCLUSION

The allegations of workplace harassment against Commissioner Maloy are not sustained. None of the witnesses personally observed Commissioner Maloy engage in any of the inappropriate activities initially alleged by Ms. Simmonds. The information provided to us from the witnesses interviewed was based solely on what they had been told initially by Ms. Simmonds. Ms. Simmonds repeatedly emphasized that she had not made a complaint of sexual harassment and declined to file any formal complaint in writing. Commissioner Maloy firmly denied that the misconduct alleged by Ms. Simmonds ever occurred. The County was obligated to investigate the concerns of Ms. Simmonds. We conclude that the Leon County Board of County Commissioners has taken prompt, appropriate and reasonable remedial action in addressing the May 25 allegations of Ms. Simmonds and other related concerns. We confirmed that Ms. Simmonds did not attend any of the workplace harassment or diversity training sessions offered by the County. These training sessions are mandatory for most staff and optional for Commissioners and Commissioner Aides.

While the issue of whether Ms. Simmonds was required or pressured to perform political activities by Commissioner Maloy during working hours and/or working areas repeatedly surfaced throughout the investigation, we conclude that this issue is beyond the scope of the instant investigation, our limited authority and our areas of expertise.

Lastly, we conclude that Leon County exercised reasonable care to prevent and correct promptly any alleged sexually harassing behavior and that the employee involved unreasonably failed to take advantage of corrective opportunities provided by the employer or to avoid harm otherwise. *Faragher v. City of Boca Raton*, 524 U.S. 775, 118 S.Ct. 2275, 2292-2293 (U.S. 1998).

### RECOMMENDATIONS

1. We commend the County for its commitment to a professional and productive workplace free from harassment, based upon its policies, procedures and training, specifically defining harassment and affording procedures to resolve workplace harassment complaints.
2. We commend the County, specifically the County Administrator, the Human Resources/Risk Manager Director and County Attorney for listening to and reporting concerns in a prompt effective manner.
3. We commend all participants in the investigation for their cooperation and assistance and we have endeavored to preserve confidentiality as requested by witnesses and consistent with EEOC guidelines to the extent allowable under the Florida Public Record Act.
4. We recommend the extensive training program in place regarding workplace harassment, diversity, etc. be made mandatory for Commissioners and Commissioner Aides.
5. We recommend that all staff be encouraged to continue to report workplace concerns to anyone in management with whom they feel comfortable without fear of retaliation or reprisal. Specifically, we recommend that Ms. Simmonds be released from administrative leave with pay and encouraged to pursue employment opportunities for which she is qualified with the County.

## INDEX OF SUPPORTIVE DOCUMENTS

- A. Letter retaining the professional services of Coffman, Coleman, Andrews & Grogan, P.A. regarding an of workplace harassment
- B. Written statement of Parwez Alam
- C. Common Statement provided to all witnesses
- D. Leon County's policy on Workplace Harassment
- E. Leon County's Policy on Political Activities
- F. Letter from Gwendolyn Simmonds requesting a job transfer





## BOARD OF COUNTY COMMISSIONERS

301 South Monroe Street  
Tallahassee, Florida 32301  
(850) 488-4710

May 25, 2004

Commissioners:

WILLIAM C. PROCTOR, JR.

District 1

JANE G. SAULS

District 2

DAN WINCHESTER

District 3

TONY GRIPPA

District 4

BOB RACKLEFF

District 5

RUDY MALOY

At-Large

CLIFF THAELL

At-Large

PARWEZ ALAM

County Administrator

(850) 488-9862

HERBERT W.A. THIELE

County Attorney

(850) 487-1008

Michael Grogan, Esq.  
Coffman, Coleman, Andrews & Grogan  
800 West Monroe Street  
Jacksonville, Florida 32202

Re: Letter Agreement for Professional Services Regarding Complaint  
of Workplace Harassment

Dear Mr. Grogan:

On behalf of the Director of Human Resources for Leon County, Florida, Traci Reed, this letter will confirm the retention of Coffman, Coleman, Andrews & Grogan (hereinafter referred to as the "Firm") for the purpose of investigating allegations of workplace harassment made by Gwendolyn Simmonds, Aide to Commissioner Rudy Maloy.

It is anticipated that you will be the primary member of your Firm involved in this matter, and that your Firm's work will be billed on a time plus expenses basis for professional services at the hourly rate of \$195 and a total billing cap of \$10,000, including fees and costs.

In addition to hourly fees, your Firm may bill Leon County for customary out-of-pocket expenses. Such expenses include, but are not limited to, postage, overnight delivery services, long distance facsimile transmissions, travel expenses, photocopies, and long distance telephone charges.

Your Firm will submit to the Leon County Attorney's Office monthly invoices which itemize work performed and expenses incurred. The County agrees to pay your Firm for professional services based upon the applicable hourly rates on the day that the service is provided. Monthly invoices must be numbered chronologically and submitted within 30 days of the end of the month wherein the services are rendered and expenses incurred. Payment will be rendered within 30 days of receipt and approval by the County of said invoice. Your Firm will provide at least thirty (30) days' notice of any proposed change in the hourly fee schedule, which must be agreed to in writing by the County prior to its effect.

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Exhibit "A"

Michael Grogan, Esq.  
Coffman, Coleman, Andrews & Grogan  
Page 2  
May 25, 2004

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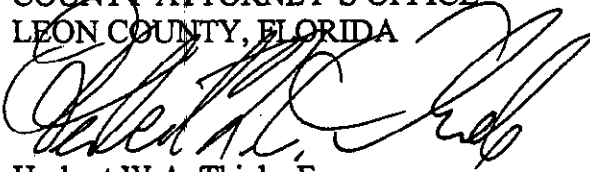
It is further agreed that either your Firm or Leon County may discontinue all services as contemplated herein to the County, either temporarily or permanently, without notice or cause being provided.

We have forwarded to you duplicate originals. Please indicate your acceptance of the foregoing by signing, dating, and returning one of the original Letter Agreements to us. Your signature, or the signature of an authorized representative on behalf of your Firm, will give this Letter Agreement the binding effect of a contract in matters relating to professional services rendered herein.

If you have any questions concerning this Letter Agreement or the matters described herein, please contact the Leon County Attorney's Office at 487-1008.

Sincerely,

COUNTY ATTORNEY'S OFFICE  
LEON COUNTY, FLORIDA



Herbert W.A. Thiele, Esq.  
County Attorney

I HEREBY APPROVE AND ACCEPT THE TERMS AND CONDITIONS SET FORTH IN THIS LETTER AGREEMENT.

FIRM NAME: Coffman, Coleman, Andrews & Grogan PA.

YOUR SIGNATURE: Muhl K Guy

TITLE: SENIOR PARTNER

DATE: June 1, 2004

Attachment # 1Page 28 of 35**CONFIDENTIAL**

May 26, 2004

**Meeting with Gwen Simmonds (Commissioner Maloy's Aide)**

Gwen came to talk to me in my office yesterday. I met with her from 12:00 P.M. to 12:30 P.M., on May 25, 2004. She started the conversation by stating that Commissioner Maloy has made it very uncomfortable for her to work with him, and she would like me to transfer her to another position in the County. When I asked her how he has made her work environment uncomfortable, she provided the following information:

1. Rudy had called her in Augusta to offer her the position. She had never applied for the job. She was not aware of his past activities. She had told him before accepting the position that she will not work on his political campaign. She will perform administrative work.
2. She said that after she started work, Rudy started telling her what happened with his previous aides. He said two of them were lesbians and he would not have sex with a lesbian. The third one just did not show up for work. She now feels that Rudy lied to her about these past incidences, and as such, does not want to work for him.
3. Rudy rubbed her back twice and she had to tell him not to do it again.
4. One time, walking in the hallway, Rudy brushed against her behind.
5. Rudy will come to her office and close the door. She advised him to keep the door open when he's there.
6. Rudy talked to her about how good she smells. She told him it is a candle that she has lighted. He responded that he likes candles in the morning.
7. Rudy would tell her things that his friends want to do with her. There were of a sexual nature.
8. Rudy hugged her a couple of times and always wanted to hug her when he came to her office, until she refused and told him not to do this.
9. Rudy asked her to work on his campaign and told her that she needs to get in 20,000 votes if she wants to continue to earn her salary.

Attachment #

Page 29 of 35


May 26, 2004

Page Two

10. Rudy never gave her any work assignments. She asked him to provide her a list of issues that he's interested in pursuing. He never provided such a list. She also asked him to give her a list of what he had accomplished for Leon County citizens so she could get some direction, but she did not receive any such information.

Because of the above reasons, Gwen told me that she wants me to transfer her to another position in the County. She mentioned an opening in OMB and also gave me a copy of a job announcement for Management Services Coordinator/Analyst position, which is attached. I indicated to her that she may want to apply for these positions and see if she can get selected. I also indicated that we have an Administrative Associate V position open on the fifth floor for which she may want to apply. I advised her that most of these positions will have a lower starting salary than the salary in her present position.

I met at 1:00 P.M. on May 25, 2004, with Chairman Sauls, County Attorney Herb Thiele, Director of Human Resources Traci Reed, and Assistant County Administrator Vince Long, and briefed them on my discussion with Gwen. We determined that Gwen has filed a complaint of workplace harassment, and we need to follow the procedures outlined in Policy 2.02. Based on this Policy, the County retained the firm of Coffman, Coleman, Andrews, and Grogan of Jacksonville, Florida. I verbally notified Commissioner Rudy Maloy of the complaint around 4:00 P.M. on May 25, 2004. Mr. Vince Long accompanied me to Mr. Maloy's office when I notified him of the complaint. I notified Commissioner Grippa about the complaint after the County Commission meeting around 10:00 P.M. on May 25, 2004, and all the other Commissioners in the morning of May 26, 2004, other than Commissioner Proctor. I was not able to contact Commissioner Proctor via telephone.

Signed:   
Parwez Alam, County Administrator

Dated: May 26, 2004 at 1:15 P.M.

cc: Commissioner Jane Sauls, Chairman  
Herb Thiele, County Attorney  
Traci Reed, Director of Human Resources

STATE OF FLORIDA                    )  
  ) : ss  
COUNTY OF LEON                    )

**STATEMENT**

My name is \_\_\_\_\_ and I have been asked to give a statement in connection with an investigation into allegations of unprofessional conduct and/or harassment.

My statement is voluntary. I have received no promise of any benefit or threatened reprisal based upon my cooperation or my lack of cooperation. I have been specifically advised of my right to give or not to give this statement and that my giving this statement or refusing to do so will have no effect on my continued employment.

\_\_\_\_\_  
Date

## **Employee Conduct**

### **Government:**

Physical standards for employment shall be fair, reasonable, and adapted to the realistic requirements of the job. These standards must reflect actual work conditions, hazards and essential physical requirements of the job. Such standards shall not be used to eliminate Disabled persons from consideration. Reasonable accommodations will be made for the Disabled.

#### **2.01.1 Procedure: Equal Employment Opportunity**

All discrimination claims reported to a supervisor or any other management member shall be submitted to the Employee Relations Coordinator.

The Employee Relations Coordinator will work with line management to investigate all the facts of the situation.

An analysis of the facts shall be completed by the Employee Relations Coordinator with the results going to the Human Resources Director, the Department/Division Director and Administration. Should a recommendation(s) for corrective action be included, with approval of the County Administrator, the Human Resources Director will work with the Department/Division Director in implementing changes, when appropriate disciplinary measures will be taken.

In all cases a final summary of findings will be provided to all involved parties.

Claims of Discrimination may be filed directly with the Employee Relations Coordinator.

#### **2.02 Workplace Harassment**

The purpose of this policy is to provide a work environment free of workplace harassment which encourages mutual respect, cooperation and understanding amongst members of the Leon County Board of County Commissioners (hereinafter referred to as the "Board") and Board employees.

This policy applies to--

## **Employee Conduct**

Any employee who believes he or she has been subjected to workplace harassment must promptly bring the problem to the attention of the County. If you believe that you have been harassed, you should immediately report the problem to your supervisor. If the complaint involves your supervisor, or you are uncomfortable presenting this issue to your supervisor, then you should inform the Human Resources Director or Employee Relations Coordinator in the Human Resources Division.

If a complaint of harassment/discrimination involves a County Commissioner, you should immediately report the problem to the Human Resources Director, the Employee Relations Coordinator in the Division of Human Resources, or the Chairman of the County Commission. If the complaint involves the Chairman of the County Commission or you are uncomfortable presenting the issue to the Chairman, then you should inform the Vice-Chairman of the County Commission, the Human Resources Director, or the Employee Relations Coordinator in the Human Resources Division. At that time, the Director will refer the complaint to a private law firm or private entity outside the County's political jurisdiction, previously retained, to investigate the claim (this should be complied with prior to any notification to the Board, County Administrator or County Attorney). Once the complaint has been referred to the outside private agency or law firm for investigation, then the party involved in the complaint is notified.

Each complaint will be immediately and thoroughly investigated in a professional manner. All harassment complaints reported to a supervisor or any member of management, shall be promptly reported to the Employee Relations Coordinator or the Human Resources Director.

Actions taken to investigate and resolve harassment complaints shall be conducted confidentially to the extent practicable, appropriate and legal in order to protect the privacy of persons involved. The person who is accused of engaging in harassing behavior will be notified and given an opportunity to respond verbally and/or in writing. Investigation may include interviews with parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have relevant knowledge.

You will be notified of a decision or the status of the investigation in a timely manner. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a harassment complaint.

## **Employee Conduct**

immediately removed from the premises and suspended without pay, as quickly as safety permits (Reference Leon County Board of County Commissioners Personnel Policy and Procedures Manual (LCBCC PP&PM), Section 10.03.5- Suspension for policy guidance). The suspended employee shall remain off County property pending the outcome of an investigation to determine if further action is warranted. Such further action may include a fitness for duty referral through the EAP program, mandatory counseling, reassignment of job duties, progressive discipline, suspension, termination from employment, and/or criminal prosecution of the person(s) involved.

When a situation requires an investigation in order to determine an employee's involvement in an alleged act of violence in the workplace, the employee(s) under formal investigation or employee(s) participating in a formal investigation, may be placed on Administrative Leave, with or without pay (reference LCBCC PP&M, Section 7.19G-Formal Investigations).

Other acts of actual violent behaviors, or violations of this policy, and other matters that are reported shall be fully evaluated by the Human Resources division in coordination with the affected department to determine the appropriate management response.

When any other non-County employee exhibits threatening behavior which places employees or other citizens in fear for their safety, brandishes or utilizes a weapon to create fear or intimidation, or engages in violent behaviors on County property, the appropriate law enforcement agency shall immediately be notified. The County may take whatever legal action is appropriate and necessary to prosecute such person(s) and ensure that they are not permitted back in the facility or on County property where the violation occurred.

### **2.04 Political Activities**

Every employee will have the right to express his or her views as a citizen, to cast his or her vote as he or she chooses, to hold membership in and to support a political party, or maintain political neutrality. Employees may also attend political meetings and take an active part in political campaigns during off duty hours. However, every employee is prohibited from:

- A. Using his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
- B. Directly or indirectly coercing, attempting to coerce, commanding, or advising a County employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
- C. Participating in political activities during scheduled work time.



## Employee Conduct

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- D. Participating as a candidate for public elective office in a partisan primary, general, or special election, will prohibit a person from being principally employed in a federally funded program.

### 2.05 Nepotism

For purposes of this policy, "relative" means an individual who is related to an employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

There shall be the following restrictions on the employment of employee relatives with the County: A relative of any County employee with supervisory responsibility shall not be eligible for employment in or advancement to any position which reports directly to the supervisory employee. Likewise, a County employee shall not be eligible for advancement to any position with direct supervisory responsibility over a position in which a relative is employed.

### 2.06 Outside Employment

Employees shall not engage in any employment activity or enterprise which has been or may be determined to be inconsistent, incompatible, or in conflict with the duties, functions, or responsibilities of their County employment.

#### 2.06.1 Procedure: Outside Employment

Employees who desire to accept outside employment in addition to their regular County position shall inform their respective Department/Division Director in writing of the nature and extent of such outside employment. The Department/Division Director shall thereupon determine whether or not such employment conflicts with the duties and responsibilities of said County employee. If the Department/Division Director does determine there is a conflict with the duties and responsibilities of the County employee and the outside employment they are seeking, the Department/Division Director shall then submit that determination to the County employee in writing within two weeks of submittal.

- 2.07 Smoking Cross-reference County Policy #93-17, Section 2.10.

Attachment # 1

Page 35 of 35

Gwendolyn Simmonds  
5446 Pedrick Crossing  
Tallahassee, FL 32317

May 25, 2004

Parwez Alam  
County Administrator  
301 South Monroe Street  
Tallahassee, FL 32317

Dear Mr. Alam,

Thank you for the opportunity to meet with you on the afternoon of Tuesday, May 25, 2004. In lieu of our recent conversation, I am respectfully asking your assistance in obtaining a transfer from my current employment as aide to County Commissioner Maloy. I hope to relocate within the county where I can continue employment opportunities in areas of political, analytical, and/ or managerial operations.

It is a privileged experience to be an aide to any elected official, responding to his or her constituents', representing and speaking on their own behalf at public forums, meetings, and community events. However, I find in such positions the constituency services that is requested can be limiting in scope, depending on the goals or concern of the elected official.

Currently, I am completing my degree of Masters of Public Administration at Florida A & M University. This is an exciting time for me, to first have the rewarding opportunities within government, and now the chance to further my education. Enclosed is a descriptive resume. In addition, I hope to retain my salary history at the \$37,000 to \$50,000 range, if applicable.

I am certain that my presence within your administration will bring much success by furthering your goals and the development of new ambitions. I hope to follow-up with you soon so that we can establish an interview schedule.

Sincerely,,

  
Gwendolyn Simmonds

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